



## FREDERICK COUNTY ELECTORAL BOARD

Kay Dawson

Chairman

H. Paige Manuel

Vice-Chairman

Mary Strenko

Secretary

343 Sunnyside Plaza Drive, Winchester, VA

22603

**Final Minutes**  
**Frederick County Electoral Board**  
**Tuesday, May 6, 2025**  
**09:00 a.m.**

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The Frederick County Electoral Board met on Tuesday, May 6, 2025. Those present were Chairman Kay Dawson, Vice-Chairman H. Paige Manuel, Secretary Mary Strenko, and Deputy Registrar Elaine Lassiter.

Also present were Pamela Kennedy, Sarah Chegash, Dolores Stottlemeyer, Linda Whitacre, Bryan Nuri, and Nanci Bowers.

1. Chairman Kay Dawson called the meeting to order at 9:00 a.m.
2. A motion was made by Secretary Mary Strenko to add a second closed session specifically for OOE precinct selections to the agenda. Seconded by Vice-Chairman Paige Manuel and passed. A motion to approve the agenda was made by Vice-Chairman Paige Manuel which was also passed with a second by Secretary Mary Strenko.
3. A motion to approve the minutes of April 1, 2025, was made by Vice-Chairman Paige Manuel. Chairman Kay Dawson identified an issue with the minutes regarding Fairfax County's adherence to Robert's Rules of Order. She requested that a statement made by an Electoral Board member in that discussion be removed as it was not correct. A motion was made to strike that statement. Decision to postpone the approval of the minutes to the next meeting to ensure accuracy.

#### 4. Old Business

a. Regarding Robert's Rules, Vice-Chairman Paige Manuel reported that at a recent VEBA training by Ed Long he emphasized the unique parliamentary procedures for small boards. Examples included that the Chairman could make motions without needing to step down or delegate. Seconds are not required for motions on a small board, simplifying the process. This was confirmed by Ed Long, a former VEBA Parliamentarian. Also confirmed by Michael Bollhoefer, the official Parliamentarian for the Frederick County Board of Supervisors. A motion was made by Paige Manuel to adopt Robert's Rules, Chapter 49, Paragraph 21, for meeting procedures. This adoption aims to streamline meeting processes and reduce procedural ambiguities. Unanimous approval of the motion to adopt the specified chapter and paragraph.

b. OOE's List - An updated OOE Precinct Assignment list was presented. The board plans to continue working on it after the current meeting.

#### 5. New Business

a. Payment of OOE's: The General Registrar had previously mentioned that if someone signed up but did not confirm their availability with staff, that it could delay their pay. It was highlighted that proper communication with HR is essential to ensure that listed OOE's are recognized and compensated.

b. Discussion about the extensive capabilities of Integra and the current underutilization. It is a program that the office uses that manages Officers of Election, scheduling, payroll, training, and more. On April 22, 2025, 8:000 a.m., Chairman Kay Dawson attended a special meeting offered by Mike Bollhoefer, Frederick County Administrator, for Frederick County employees. He provided an overview of Frederick County departments and their functions. He stated that the Registrar's Office is not as clearly defined and needs to be addressed at some

point. When describing HR's role, he mentioned that Michael Marciano, HR Department Head, offered training in Microsoft applications and will be offered again in the future.

## 6. Regular Business

- a. Technology Issues: New phones were installed within the department recently causing a few lost calls while transferring them during this learning curve. Network outages were also brought up on the postage machine at a critical time while getting out absentee ballots.
- b. A discussion of packing the Precinct bags and date, Friday, June 13<sup>th</sup> at 9:00 a.m. Dennis provided a method for packing election materials efficiently that involves the specific order to prevent equipment damage.

## 7. Registrar Business

- a. The General Registrar was not present at the time of this agenda item. Chairman Dawson requested to continue onto the next agenda item and postpone this until his return or the next scheduled meeting.

## 8. Citizen Comment

- a. It was requested that we provide a schedule for upcoming training sessions.

9. The next meeting of the Frederick County Electoral Board will be held on Tuesday, June 3, 2025, at 9:00 a.m. in the Registrar's Office




10. Closed Session to review OOE applications, (VA. Code 2.2-3711(A)(1).

11. Closed Session to complete Officer of Election Precinct assignments (VA. Code 2.2-3711(A)(1)

12. A motion to adjourn was made by Vice-Chairman Paige Manuel, seconded by Secretary Mary Strenko and passed unanimously.

Respectfully,

Mary Strenko,  
Secretary

	Chairman
	Vice-Chairman
	Secretary
<u>June 3, 2025</u>	Date